

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
May 4, 2012**

PRESENT: President Phil Glotzbach, Chair; Denise Smith, Vice Chair; Susan Kress, Michael Casey, Michael West, Mary Lou Bates, Rochelle Calhoun, Beau Breslin, Paul Calhoun, Joshua Ness, Michael Ennis-McMillan, Riley Neugebauer, Joe Stankovich, Justin Sipher, Peter von Allmen, Jonathan Zeidan Ethan Flum, Gail Cummings-Danson, and Barbara Krause (Secretary).

ABSENT: David Karp, Anne Petruzzelli, Erica Bastress-Dukehart, and Barbara Black.

1. Approval of Minutes

Minutes of the April 20, 2012 meeting were approved as distributed.

2. SGA Report

SGA President Jono Zeidan

e as Vice President for Financial Affairs. By virtue of
their positions, both of these individuals also will serve on IPPC next year. Mr. Zeidan then reviewed
the goals that the SGA Executive Committee had articulated for the past year, under the overall theme

1. Increased transparency between the SGA Senate and clubs.
2. Increased visibility of SGA Senate and Executive Committee.
3. Increased collaboration between and among clubs.
4. Enhance mentorship of and foster leadership development among SGA Senators.
- 5.
6. Enhance organizational sustainability (continuity year to year).

Mr. Zeidan then reviewed highlights of

Mr. Zeidan continued by highlighting the important role students play in all-College affairs. He discussed both the triumphs and challenges SGA faced and stated that developing a systematic approach to student inclusion is requisite to a positive student experience.

Mr. Zeidan closed his presentation by expressing his appreciation to members of IPPC for their support throughout the year; he also expressed his excitement for and confidence in the 2012-13 SGA Executive Committee:

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With comments and a warm round of applause, IPPC members expressed support and appreciation for the engagement by the SGA Executive Committee and Senate during the past year.

3. Budget Planning Update

FY12 Budget Vice President for Finance & Administration Michael West reported on current projections for the FY12 Budget, including the current estimate of excess revenues over expenditures.

FY13 Budget Vice President West also provided updates on FY13 Budget planning, including revised estimates for revenue from Other Tuition & Fees (summer programs) and other adjustments.

Dean of Admissions and Financial Aid Mary Lou Bates then provided an update from her office. Some applications, which must be postmarked by May 1st, are still arriving, so the admissions data are still preliminary. There will be at least some Wait List activity, and the financial aid budget remains a concern. Early news on the class ch

IPPC voted unanimously to endorse the draft Political Activity Policy distributed with the agenda materials (see Attachment A), and to forward the document to Cabinet with the recommendation that it be approved.

5. Campus Environment Committee Changes to Function and Membership

Sustainability Coordinator Riley Neugebauer reviewed changes to the proposed revisions to the _____ that had been made to address comments raised by IPPC members at the March 9, 2012 meeting. She referred members to a memo dated May 4, 2012 that was distributed with the meeting materials. Questions and comments included those relating to the following:

- The new leadership structure (Sustainability Coordinator and faculty member of the subcommittee to serve as co-chairs; roles of each were reviewed).
- Appointment process for student members.
- The extent to which question of diversity and social justice are viewed as related to sustainability.

Code that would implement the recommendations made by CEC. **IPPC voted unanimously to approve the recommended changes to Attachment B.**

6. Strategic Action Agenda 2012-13

President Glotzbach offered a brief overview on the current

- *Diversity and Inclusion*: Referred members to a report that was distributed on May 3, 2012 (also posted on the Strategic Planning web site).
- *Science*: Reviewed key developments including the recent issuance of a Request for Proposals to engage an architect for pre-

- Diversity initiatives consider reviewing clear benefits of certain programs against possible unintended consequences (e.g., whether programs might make create unintended divisions among students on campus).
- Begin laying the groundwork for the next strategic plan i.e., intentional discussion of Skidmore beyond 2015.
- Continue with the same major priorities as were in place for this year (Diversity and Inclusion, Science, and Transition & Transformation).
- Strategic plan for cross-divisional sustainability efforts.
- Facilities planning (space planning, e.g., Case Center; as well as major capital projects).
- Diversity and Inclusion continue work across divisions; recruit and retain faculty and staff of color; recruit faculty with expertise to support curriculum relating to diversity and inclusion and intercultural and global understanding; build internal capacity to support this priority; define how we will measure progress.
- Keep collaboration efforts on the front burner (e.g., Mellon New York Six consortium).
- Financial Aid discount rate and merit aid.
- Long-term viability of increasing the comprehensive fee at rates similar to recent years.
- Financial planning balancing competing concerns (e.g., facilities needs, compensation and staffing levels, comprehensive fee).

In response to some certain comments, President Glotzbach noted that the Cabinet will be looking at cost containment, alternative revenue sources, endowment growth, and the Annual Fund.

7. FEC Chair on IPPC

President Glotzbach invited IPPC members to share their views on the success of having the Faculty Executive Committee Chairperson serve as a member of IPPC. More specifically, it was noted that,

Student Affairs Subcommittee Dean of Student Affairs Rochelle Calhoun reported that she and
They will circulate a report from the subcommittee to IPPC members via e-mail.

9. Farewells

President Glotzbach recognized the following individuals whose service on IPPC will conclude at the end of this year:

Josh Ness, Chair of CEPP (to be succeeded next year by Michael Arnush)

Peter von Allmen (served Spring 2012 semester as sabbatical replacement for Adrienne Zuerner)
(Natalie Taylor will begin her 3-year term next fall)

Jonathan Zeidan '12, SGA President

Ethan Flum)

Anne Petruzelli (served 3 years as Support Staff representative; term ends 2012) (Willingness to
Serve Process in progress)

Susan Kress (served 6 years as Vice President for Academic Affairs, including 6 months as Acting
President) (Beau Breslin will serve next year as Interim Dean of the Faculty and Vice President for
Academic Affairs and will continue on IPPC)

President Glotzbach acknowledged with deep appreciation the many significant contributions of
these individuals. He also expressed his de-4G 4(d wi 0 0 spsTJEor 9(a)4(nd)-23(P)0(Mi)-2(ir Dp)-9(a)nise)-4(

ATTACHMENT A

Skidmore College Policy on Political Activity

Preface

Skidmore College is deeply committed to the values of academic freedom and encourages robust discourse reflecting a broad range of ideas, perspectives, and opinions; the College also is deeply committed to educating our students about informed, responsible citizenship and to reflecting that commitment broadly throughout the campus community.

At the same time, as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, Skidmore College is prohibited from directly or indirectly participating or intervening in any political campaign on behalf of or in opposition to any candidate for elective public office. This prohibition applies to all campaigns, including campaigns at the federal, state, and local level. Violations of this prohibit -exempt status.

The prohibition on political campaign activity applies only to the College (the tax-exempt charitable organization), not to the activities of individuals in their private capacity. The prohibition on political activity is not intended to restrict free expression on political matters by leaders or officials of the College as individuals. Similarly, the prohibition on political campaign activity does not prohibit the College from having contact of any kind with individuals who are candidates for public office. This prohibition and other laws (for example, laws that regulate lobbying activity intended to influence proposed legislation), however, do impose certain limitations on expressions of political opinion by the

The purpose of this policy is to articulate how the College balances those sometimes-competing values. This policy addresses political activity of the College, not the political activity of individuals. Nothing in this policy is intended to restrict individual freedom of speech or the robust exchange of

Definitions

For purposes of this policy:

candidates for political office or that offer balanced, neutral, or impartial viewpoints and perspectives on issues of public concern.

or that support or oppose a position on an issue for the purpose of assisting or opposing a political candidate. political office

Part One: Nonpartisan Political Activity

1. The appropriate role of the College with respect to political activity, consistent with the law and the

citizenship, is to serve as a neutral and fair forum for all candidates. The following nonpartisan activities are permitted, provided they are carried out in a nonpartisan, unbiased manner:

- a. Speakers who are addressing matters of public concern in the context of an educational lecture or presentation, even if the speaker holds or is a candidate for a political office.
 - b. Updates or issue talks by current holders of political office.
 - c. Debates between or among candidates for political office.
 - d. Impartial voter registration drives.
 - e. Events and educational efforts encouraging students to vote either locally or in their hometowns.
2. College space and facilities may be used for such nonpartisan activities on an impartial basis consistent with any otherwise applicable College policies and procedures.
 3. Nonpartisan lectures, debates, and other events may be supported by funding from sources external to the College, provided that preference for seating at such events will be given to Skidmore students and other members of the Skidmore community.

Part Two: Partisan Political Activity

Skidmore College is prohibited from participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office. Therefore, individuals associated with the College must observe the following requirements with respect to participation in national, state, or local partisan political activities:

1. When participating in partisan political activity as an individual, individuals connected with the College must make it clear that their views are their own and do not represent the College. A statement indicating that views on political candidates or issues are those of the individual, and not the College, is especially important when a speaker identifies himself or herself, biographically, as an employee of the College.

Special note for faculty: The following language in Part One of the *Faculty Handbook* is particularly relevant for members of the faculty:

Skidmore College vigorously endorses the principle of academic freedom. . . .

Faculty are members of the community, members of learned professions, and professional representatives of an educational institution. When they speak as members of the community, they should be free from institutional censorship or discipline, but their special position in the community imposes obligations. As persons of learning and as educational officers, they should remember that the public may judge their profession and the College by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons. The College recognizes the right and the responsibility of faculty members to speak as members of the community on issues of public concern.

2.

ATTACHMENT B

Institutional Policy and Planning Committee (IPPC) Operating Code¹

Function: The IPPC advises the President with regard to strategic planning, taking a comprehensive view of significant issues affecting the College. In so doing, it serves as the central deliberative body for all-college governance. More specifically, IPPC advises the President on all policy areas, with primary responsibility for those areas beyond the purview of faculty governance (such as budget and financial planning, benefits, environmental issues, admissions and financial aid, student affairs, and advancement).

The President chairs the IPPC; an elected member of the faculty serves as Vice-Chair. The agenda of the Committee is set by these two individuals.

The IPPC may appoint subcommittees to serve as resources for the committee with regard to any area of policy or planning as needed. The composition of such subcommittees is determined by IPPC in consultation with FEC and with other groups or individuals as appropriate.

The Chair of the FEC and the faculty Vice-Chair of the IPPC shall meet regularly throughout the

Agendas and supporting documents will be distributed by email prior to each meeting, with lead time sufficient to permit committee members to review these documents carefully.

Minutes

Minutes of IPPC meetings will be recorded by the Executive Director of the Office of the

management, community, diversity and equity, and communication and assessment. This includes assisting in the coordination of sustainability strategic planning and its assessment and updates. The subcommittee may create working groups to assist with this process. Secondly, to coordinate strategic event planning and collaborative efforts between departments around these topics.

Membership: ~~Three members of the faculty, at least one of them from the natural sciences; two members of the administrative/professional and support staffs representing the departments of~~

Group, the BRG will function as a subcommittee of CIGU. The membership of the Bias Response Group and methods of appointment are set forth in the Bias Response Protocol (<http://cms.skidmore.edu/bias/biasprotocol.cfm>). The President, in con

